Contents—GRiDManager

About GRiDManager 3-1

Sign-On—Code-? 3-2

- Connection Type 3-2
- Phone Number 3-3
- Modem Type 3-4
- Dial Type 3-4
- Baud Rate 3-4
- Voice Before Data 3-5
- Wait for Answer 3-5
- Speaker Volume 3-5
- Disconnect After 3-6

Sign-Off—Code-? 3-6

Edit Sign-On Form—Code-? 3-6

Set Time—Code-? 3-6

Assign Password—Code-? 3-7

Update Storage Device Choices—Code-? 3-8

Update Options Form Choices—Code-? 3-8

Select Start-Up File—Code-? 3-9

Cancel Start-Up File—Code-? 3-10

Change File Protection—Code-? 3-10

Change Volume Name—Code-? 3-11

Duplicate Files—Code-D 3-12

- First Verify Duplicate Form 3-12
  - Verification 3-13
  - New Version Only 3-13
  - Which Files 3-13
- Second Verify Duplicate Form 3-13
- Backing Up Files with Code-D and the Wildcard Character 3-14

Erase Subjects or Files—Code-E 3-15

Move Files—Code-M 3-16

Options (System Characteristics)—Code-O 3-17

- Current Typeface 3-17
- System-Wide Typeface 3-18
- Current Printer 3-18
  - Using Remote Printers 3-19
- Current Plotter 3-19
- Screen Frame 3-20
- Stop for Errors 3-20
- Aspect Ratio 3-20
- Current Modem 3-21
- Current Serial 3-22
- Error Message Source 3-22

Quit—Code-Q 3-23

Transfer—Code-T 3-23

- Save This Sign-On Form to a File 3-23
- Exchange for Another File 3-24
  - Next Action 3-24
  - Save Changes 3-25
- Write Sign-On Form to a File 3-25
- Show Characteristics of a File 3-25
- Print or Display 3-26

›

Transfer (Print or Display)—Code-T 3-27

Display Titles 3-27
Display Subjects 3-28
Print Titles 3-30
Print Titles to a File 3-30
Print Subjects 3-30
Print Subjects to a File 3-30
Set Printing Options 3-31
Headings 3-31
Heading Text 3-32
Top Margin At 3-32
Bottom Margin At 3-32
Left Margin At 3-32
Right Margin At 3-32
Print Char Size 3-32
Form Feed At 3-33

Usage—Code-U 3-33

Cancel—Code-Esc 3-34

Wildcard Character—Code-W 3-35

List of Figures and Tables

Figure 3-1. *The Commands Menu* 3-1
Figure 3-2. *The Sign-On Form—User Information* 3-2
Figure 3-3. *The Sign-On Form—PhoneLink Information* 3-3
Figure 3-4. *The Set Time Form* 3-7
Figure 3-5. *The Password Form* 3-8
Figure 3-6. *Example of File Form for Select Start-Up File* 3-9
Figure 3-7. *The Protection Form* 3-11
Figure 3-8. *The First Verify Duplicate Form with Initial Settings* 3-12
Figure 3-9. *The Second Verify Duplicate Form* 3-14
Figure 3-10. *Backing Up Multiple Files Using the Wildcard Character* 3-15
Figure 3-11. *Consolidating Files in One Subject Using the Wildcard Character* 3-16
Figure 3-12. *The Options Form with Initial Settings* 3-17
Figure 3-13. *The Transfer Menu* 3-23
Figure 3-14. *The File Form With Initial Settings for Exchange for Another File* 3-24
Figure 3-15. *The File Form for Displaying Characteristics on Multiple Files* 3-26
Figure 3-16. *The File Characteristics Report* 3-26
Figure 3-17. *The Print Menu* 3-27
Figure 3-18. *Example File Form for Display Titles* 3-28
Figure 3-19. *File Directory Produced by Display Titles* 3-28
Figure 3-20. *Example of File Form for Display Subjects* 3-29
Figure 3-21. *File Directory Produced by Display Subjects* 3-30
Figure 3-22. *The Print Options Form with Initial Settings* 3-31
Figure 3-23. *The Usage Report* 3-34

Table 3-1. *Current Modem Choices* 3-21

GRiDManager

This chapter contains an introduction to the GRiDManager application and an entry for each command you can use with the application (arranged in the order the commands appear on the menu).

About GRiDManager

The GRiDManager application provides a variety of functions to aid you in managing your system and your worksheet, database, text, graph, and other files.

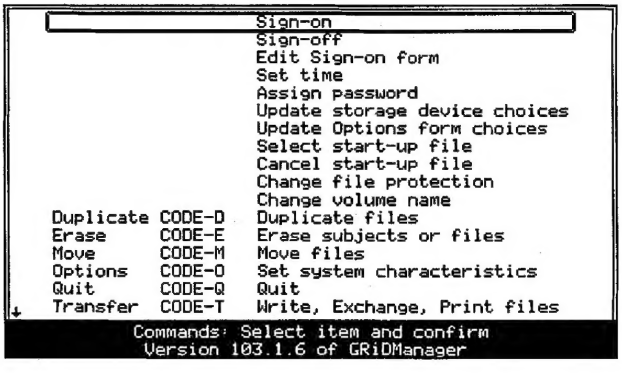
GRiDManager provides Sign-On and Sign-Off commands that allow you to communicate with file server devices and other external sources.

In addition, GRiDManager provides commands that let you duplicate, erase, or move files. You can also display or print a list of the files on the devices attached to your computer.

You can access GRiDManager by filling in the File form, and selecting and confirming **GManager** from the Programs Subject, or by selecting and confirming any other file whose Kind is set to Sgn. (See the System Basics chapter for information on how to fill in the File form.)

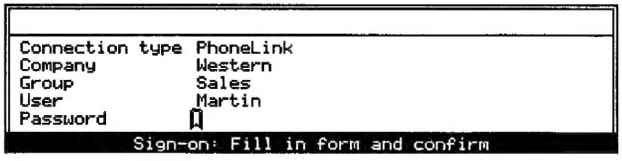
When activated, GRiDManager displays the Commands menu (Figure 3-1). The commands are described in the sections following this introduction.

Figure 3-1. *The Commands Menu*



Sign-On—Code-? The Sign-On command allows you to connect to an external file server device. You initiate the command by selecting it from the Commands menu and confirming; the Sign-On form then appears (Figure 3-2).

Figure 3-2. *The Sign-On Form—User Information*



You must fill in the appropriate names for the Company, Group, User, and Password items shown in the figure. If you don't know these names, contact the GRiD Server System Administrator within your company.

Connection Type

Initial setting is PhoneLink. Choices are described below.

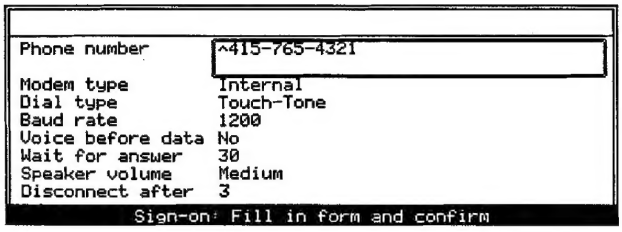
GRiDLink	Connection is to a file server device via a cable.
PhoneLink	Connection is to a file server device over a telephone line.

If you select PhoneLink you're prompted to fill in the PhoneLink portion of the Sign-On form (Figure 3-3) before the connection is made.

After filling in the form, save it for future use by pressing Code-T and selecting Write Sign-On Form to a File. Select any Device, Subject, and Title for the file; Kind must be set to Sgn.

Thereafter, when you select this file, GRiDManager is activated and the Sign-On form appears, complete with the information you gave it. To connect, you need only fill in the password and confirm.

Figure 3-3. *The Sign-On Form—PhoneLink Information*



The following sections describe the Sign-On form items (Figure 3-3) in the order they appear on the form.

Phone Number

No initial setting.

The Phone Number setting is the telephone number of the host system that you want to dial. The functions of various keys are explained below.

Entry	Functions
0-9, *, #	These characters perform the same functions as those on your telephone dial
.	Each period adds a 1-second delay.
^	The system will wait up to 15 seconds for a dial tone.
space, comma, parentheses, hyphen.	Use any of these to edit characters for readability. They don't affect dialing.

Examples:

^242

This tells the system to wait for a dial tone, then dial an extension 242.

..9^555-1212

The system waits two seconds, dials 9 to reach an outside line, waits for a dial tone, then dials 555-1212.

..9^(408)-555-1212

This number waits two seconds, dials 9 to reach an outside line, waits for a dial tone, and dials the long-distance number. The parentheses, spaces, and hyphens are for appearance only; they have no effect on dialing speed.

^9^555-1212 . . . . . 00000 (213)-555-1212

This instruction is for a long-distance common carrier line. Your computer waits for an internal dial tone, then dials 9 to reach an outside line. It waits for an outside dial tone and dials the local number of the common carrier. After waiting eleven seconds while the local number rings, it dials a five-digit access number followed by the ten-digit long-distance number that you are trying to call. (You must substitute your own access number for the five zeros.)

Modem Type

Initial setting is Internal. Choices are External, Internal.

A modem is the device by which a computer transmits data over phone lines. Select Internal if you intend to use a modem built into your computer; select External if you have a separate modem or an internal modem without the auto-dialing feature.

Dial Type

Initial setting is Touch-Tone.™ Choices are Pulse, Touch-Tone.

You indicate whether your telephone system uses rotary (pulse) dialing or Touch-Tone.

You specify Touch-Tone for most modern, digital telephone installations. For older, nondigital equipment, set the Dial Type to Pulse.

Baud Rate

Initial setting is 1200 bits per second. Choices are Bits per Second, 300, 1200, 2400, 4800, 7200, 9600, 19200, External Clocking.

Baud Rate is the speed at which data is transmitted and received. Some host systems can accommodate more than one baud rate. See the literature provided by the host system to find out which baud rate to use. If that is unsuccessful, ask your system administrator or a person at the remote data center for the correct setting. The Bits per Second setting allows you to type in other baud rates that are not listed.

NOTE: The External Clocking setting is used for special synchronous modems and is not applicable in most cases.

Voice Before Data

Initial setting is No. Choices are Yes, No.

When in voice mode, you can talk to someone over the telephone. When you're in data mode, only data can be transmitted and received. You're always in voice mode while dialing. With the Voice Before Data item, you choose whether to enter data mode immediately after dialing, or to remain in voice mode.

Remaining in voice mode has several uses. When making a credit card call, you can dial the number and talk to an operator before entering data mode to start communications. Likewise, when you're calling from a hotel, you can give your room number to an operator, if necessary.

If you're in voice mode, simply confirm to enter data mode.

Initial setting is No. The choices are described below.

Yes	You remain in voice mode until you press Fn-Return.
No	You enter data mode immediately after dialing.

Wait for Answer

Initial setting is 30 seconds.

After changing from voice mode to data mode, your computer waits for a carrier signal from the host system. The Wait for Answer setting determines how long the system waits for this carrier signal. If there's no signal from the carrier by the end of the period you specify, the system disconnects the line.

To change the Wait for Answer setting, type an integer representing the maximum number of seconds that the system is to wait before disconnecting.

Speaker Volume

Initial setting is Medium. Choices are Off, Low, Medium, High.

The Speaker Volume setting controls the loudness of the speaker on some computers. The speaker stays on as the telephone number is dialed; it is turned off after you are connected.

With the speaker on, you can hear whether the telephone line is busy, ringing, or disconnected.

NOTE: Because the volume of the GRiDCase speaker cannot be varied, the Low, Medium, and High settings merely turn the speaker on, and do not affect the volume of the signals you hear.

Disconnect After

Initial setting is 3. Choices are (1-250) Minutes of Inactivity, Don't Disconnect.

The Disconnect After item indicates how long you stay connected to the file server device when data hasn't been exchanged between the computer and device. If there is no data exchange in the time limit you set, the telecommunications connection is broken. When you try to access the device again, GRiDManager will attempt to reconnect you. Initially the item is set for 3 minutes, but you can erase this number and type in a number from 1 to 250.

If you set this item to Don't Disconnect, you will remain connected to the file server device until you sign off. Note that as long as you remain connected to the file server by PhoneLink, any telephone charges that apply continue to accrue.

Sign-Off—Code-? The Sign-Off command disconnects you from a file server device. You initiate the command by selecting it from the Commands menu and confirming. You then select and confirm the Connection Type you used when signing on (GRiDLink or PhoneLink).

NOTE: InteGRiD uses additional main memory when you are signed on to an external device. Signing off thus makes additional space available for your work.

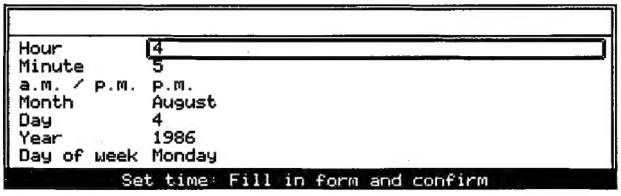
Edit Sign-On Form—Code-? Like the Sign-On command, the Edit Sign-On Form command lets you enter or change information in the Sign-On form. When you confirm the form, the changes you make take effect the next time you use the Sign-On command. However, the system doesn't try to connect you to the remote system or device as it does when you confirm the Sign-On command.

To execute the command, select Edit Sign-on Form from the Commands menu and confirm. Fill in your changes and then confirm.

Set Time—Code-? The Set Time command lets you set the time and date on the internal clock of your computer. The command determines the time and date the system notes in the file directory (see Figure 3-19), as well as the time and date displayed on your screen, and the date used in heading commands for printed text.

To execute the command, select Set Time from the Commands menu and confirm. The Set Time form (Figure 3-4) appears, which you fill in and then confirm.

Figure 3-4. *The Set Time Form*



Assign Password—Code-? The Assign Password command is only supported under InteGRiD for files on file server devices and files on devices added by the GBridge utility. For normal InteGRiD files, the Assign Password command cannot be used because file passwords aren't supported under the MS-DOS file system.

The Assign Password command designates an identification item that must be typed in by anyone accessing a file. It thus restricts the use of the file to only those persons who know the password.

If you do assign a password to a file, use a word that is personally meaningful, thus easy to remember, but not easily guessed by someone else.

CAUTION: Don't assign a password to a file unless file security is essential. If you forget the password, you can't recover, duplicate, erase, or move the file. If you want to delete the file, you must reinitialize the device on which it resides. Reinitializing a device deletes all files on the device.

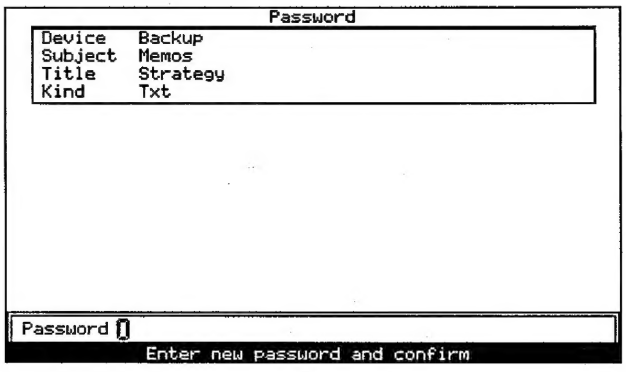
To Assign or Change a File Password

1. Select the Assign Password item and confirm. A File form appears.
2. Designate in the form the file to which the new password will apply. If a password is already assigned to the file, you must also specify the existing password in the Password item on the form. After entering the information, confirm.

   Note that only GRiD format files can be assigned passwords; if you try to assign a password to an InteGRiD file you get an error message.
3. The Password form (Figure 3-5) appears. Enter the desired password; GRiDManager then prompts you to enter the password again. This validates that you entered the password correctly and helps you remember it in the future.

   NOTE: To remove an existing password, press and hold Backspace until the blinking cursor appears.

Figure 3-5. *The Password Form*



4. When you've entered the same password identification two times in sequence and confirmed, the new password takes effect.

Update Storage Device Choices—Code-? The Update Storage Device Choices command erases the floppy diskette volume names which appear in the Device item's list of choices on the File form. This command is useful when you have numerous volume names for floppy diskettes that you are no longer using.

Update Options Form Choices—Code-? The Update Options Form command adds as choices in the Options form the names of files added to "Programs" whose Kinds are the following:

Mdm
Plt
Prn
Ser
Typ

Whenever you add a file to "Programs" that has one of these Kinds, you should use this command so that the new file is added to the appropriate options list. This command also updates the Kind choices that appear in the File form.

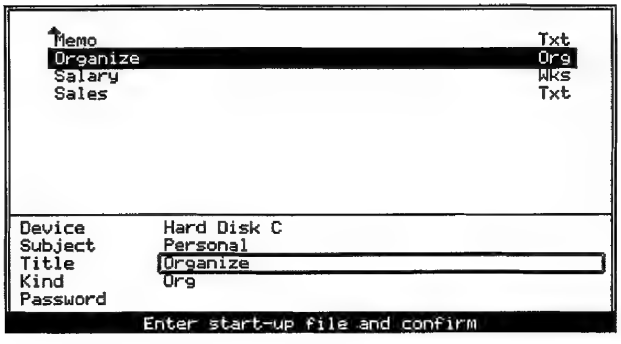
Note that this command may take 10 to 30 seconds to execute. You can cancel it at any time by pressing Esc.

Select Start-Up File—Code-? The Select Start-Up File command makes a file and application available to you immediately after InteGRiD start-up. Instead of seeing the File form on the first screen, you see the first display of the application you name as the start-up file.

You can change the start-up file with this command or cancel it altogether with the Cancel Start-Up File command.

After you confirm Select Start-Up File and the File form appears (Figure 3-6), specify the desired file and confirm. The file becomes active after the next InteGRiD start-up.

Figure 3-6. *Example of File Form for Select Start-Up File*



In the File form shown in Figure 3-6, Kind is set to Org, designating a GRiDMaster organizer file. After the next InteGRiD start-up, GRiDMaster is retrieved, along with the specified organizer file.

During start-up, you can cancel your start-up file for the current session by pressing Code-Esc after you turn on your computer but before the start-up file is retrieved. This action only cancels the start-up file for the current session. The next time you start-up normally your start-up file is started automatically again.

Note that this command and the Window Manager command, Save Window Configuration, both can set which files, if any, are loaded at start-up. Between these two commands, the one most recently executed governs which files are loaded at startup. For example, if a start-up file is selected, and then a window configuration is saved, the window configuration is activated at start-up. On the other hand, if a window configuration is saved, and then a start-up file is selected, the start-up file is activated at start-up. See the Save Window Configuration command in the Window Manager chapter for details on saving a window configuration.

Cancel Start-Up File—Code-? Using the Select Start-Up File command, you can make a file available immediately after you start up InteGRiD. The Cancel Start-Up command cancels the start-up file; after the next InteGRiD start-up, instead of activating a file, the system displays the File form. For more information on the start-up file, see Select Start-Up File—Code-?.

Change File Protection—Code-? The Change File Protection command is only supported under InteGRiD for files on file server devices and files on devices added by the GBridge utility. For normal InteGRiD files, the Change File Protection command cannot be used.

The Change File Protection command lets you prevent a GRiD format file from being changed, erased, or moved.

To Change File Protection

1. Select the Change File Protection item and confirm. A File form appears.
2. Specify in the form the file which you want to protect (or free from protection). After entering the information, confirm.

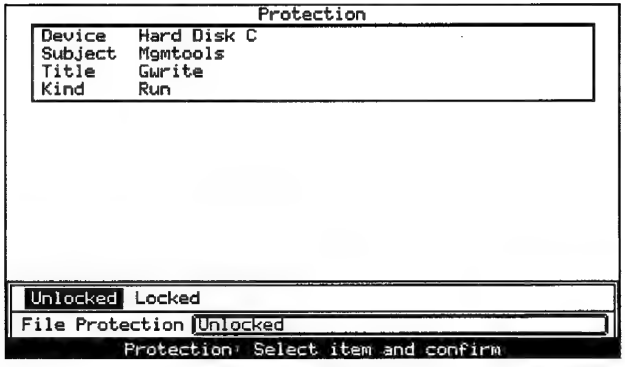
   Note that only GRiD format files can be protected; if you try to protect an InteGRiD file you get an error message.
3. The Protection form (Figure 3-7) appears. The initial setting is Unlocked. Choices are Locked, Unlocked.

   To free a previously protected (locked) file, specify Unlocked and confirm.

   To protect a file, specify Locked and confirm. Subsequently, InteGRiD displays an error message under the following conditions:

   - Someone tries to erase or move the file, or
   - Someone tries to save the file after making changes to it.

Figure 3-7. *The Protection Form*



Change Volume Name—Code-? The Change Volume Name command is only supported under InteGRiD for disks formatted under GRiD-OS and accessed by the GBridge utility. For normal InteGRiD disks formatted under MS-DOS the Change Volume Name command cannot be used. To change a volume name on an InteGRiD disk, use the MS-DOS LABEL command.

The Change Volume Name command lets you change the volume name of GRiD format diskettes and other GRiD format non-removable storage devices such as hard disks.

NOTE: Always give a different volume name to each floppy diskette so that the computer will recognize the correct diskette during an operation.

To Change a Volume Name

1. Select the Change Volume Name item and confirm.

   A menu appears containing the devices and current floppy diskette volume names.
2. Select the volume name you want to change and confirm. Note that this command can change the volume name on only GRiD format disks; if you try to change the volume name on a disk formatted under MS-DOS you get an error message.
3. GRiDManager then displays a form for you to specify the new name.
4. Type in the new volume name in the space provided and confirm.

   After you confirm, the new volume appears as a choice in the device list.

Duplicate Files—Code-D

The Duplicate command (Code-D) lets you copy source files into new or existing destination files. The Duplicate command is useful in back-up—you can duplicate copies of frequently used files in case the originals are damaged or lost. After Code-D is executed, the original file remains intact, and an identical file is created.

After you press Code-D and the File form appears, type in the name of the source file(s). You can use Wildcard characters in the Subject, Title, and Kind items; this allows you to duplicate multiple files with one command. Examples of using the Wildcard character to duplicate multiple files follow the description of this command. See the Wildcard Character—Code-W section of this chapter for the rules on specifying the Wildcard character.

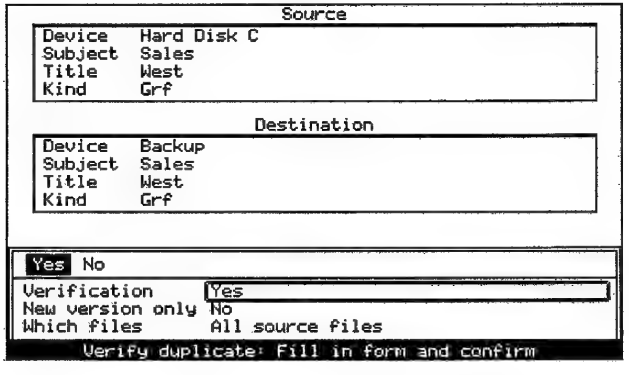
After confirming the source file(s), specify and confirm the destination file(s) in the File form that appears. Finally, you must fill out the first Verify Duplicate form (Figure 3-8), and if verification is requested, the second Verify Duplicate Form (Figure 3-9), as explained in the sections that follow.

NOTE: When duplicating file(s) to a diskette, the computer prompts you with the volume name of the correct diskette to insert, if necessary. However, you cannot duplicate files between two diskettes in the same disk drive that have exactly identical volume names.

First Verify Duplicate Form

The first Verify Duplicate form (Figure 3-8) gives you several options in determining which files are selected for duplication.

Figure 3-8. *The First Verify Duplicate Form with Initial Settings*



The options for file selection are described below.

Verification Initial setting is Yes. Choices are Yes, No.

Yes	This setting lets you duplicate files selectively. Before each source file is duplicated, the second Verify Duplicate form appears (Figure 3-9) so you can determine how duplication is to proceed. Enabling verification is useful when you duplicate multiple files using the Wildcard character.
No	All of the source files are duplicated without further action by you. During the duplication process, screen messages keep you updated on what percentage of the file has been read and written until it is duplicated completely.

New Version Only Initial setting is No. Choices are Yes, No.

Yes	For a source file to be duplicated, the date and time it was last modified must be more recent than that of the destination file. If the destination file doesn't already exist, GRiDManager creates a new file and performs the duplication. The system places the time and date in a file when it is created and each time it is modified. You can view this date by using the Transfer command. See Show Characteristics of a File under Transfer—Code-T in this chapter.
No	All of the source files are duplicated.

Which Files Initial setting is All Source Files. Choices are All Source Files, Matching Files Only.

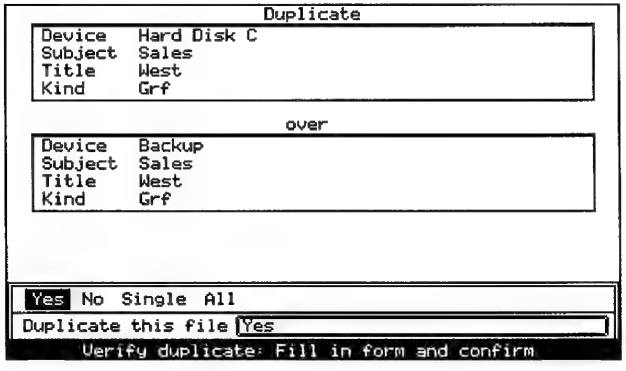
All Source Files	All source files are duplicated.
Matching Files Only	A source file is duplicated only when a destination file with the same Subject, Title, and Kind already exists.

Second Verify Duplicate Form

If you enable verification, the second Verify Duplicate form (Figure 3-9) appears before each file is duplicated. This form gives you the name of the destination and source files. The word *over* on the form indicates that the file will be duplicated over an existing file; *to* indicates that the file will be duplicated into a newly created file.

Set a choice in the form, which determines how duplication is to continue, and then confirm. During the duplication process, screen messages keep you updated on what percentage of the file has been read and written until it is duplicated completely.

Figure 3-9. *The Second Verify Duplicate Form*



You have the following choices on the form:

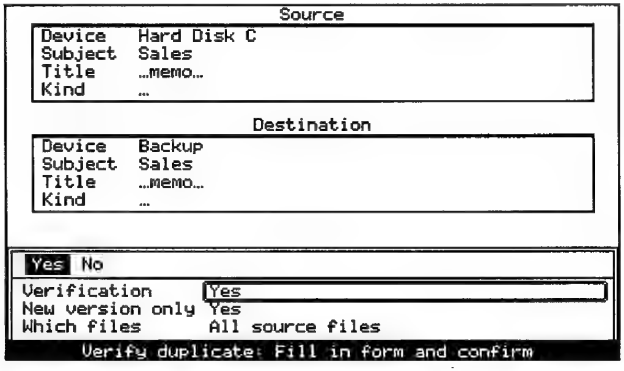
Yes	The file is duplicated; the name of the next source file to be duplicated (if additional files remain) appears in the message line; you are then prompted for its disposition.
No	The file isn't duplicated; the name of the next source file to be duplicated (if additional files remain) appears in the message line; you are then prompted for its disposition.
Single	After the file is duplicated, duplication halts, even if additional source files remain.
All	The source file and all remaining source files are duplicated; you aren't prompted to confirm their duplication.

Backing Up Files with Code-D and the Wildcard Character

By using a Wildcard character in the Subject, Title, or Kind item of the File form, you can duplicate several files with only one command. See the Wildcard Character—Code-W section of this chapter for the rules on specifying the Wildcard character.

The example in Figure 3-10 shows the completed Duplicate File form for copying each file whose title includes the word *memo.* Their destination is the floppy disk volume "Backup." Note that the New Version Only item is set to Yes. This ensures that *memo* files already on the floppy disk aren't needlessly duplicated unless they have been modified since their original duplication.

Figure 3-10. *Backing Up Multiple Files Using the Wildcard Character*



For step-by-step instructions that introduce you to Code-D, see the GRiDManager chapter in the Getting Started tutorial.

Erase Subjects or Files—Code-E

The Erase Subjects or Files command (Code-E) lets you erase one or more files. After you press Code-E and the File form appears, type in the file(s) to be erased and confirm. Using Wildcard characters in one or more of the Subject, Title, and Kind items allows you to erase multiple files with one command. See the Wildcard Character section later in this chapter.

After you type in the name of the file(s) and confirm, you are prompted to verify how the file(s) are to be erased. See the Verify Duplicate Form under Duplicate Files—Code-D. The choices for Code-E are the same as for Code-D, except data is erased instead of duplicated.

NOTE: If all the files in a subject are erased, then the Subject is erased also.

Move Files—Code-M The Move Files command (Code-M) lets you move source files to new or existing destination files. After Code-M is executed, the original file is erased and an identical one is created.

After you press Code-M and the File form appears, type in the name of the source file(s). You can use Wildcard characters in the Subject, Title, and Kind items, allowing you to move multiple files with one command. See the Wildcard Character section later in this chapter.

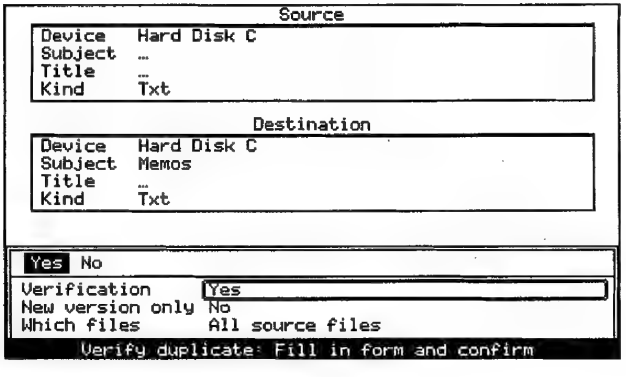
After confirming the source file(s), you select and confirm the destination file(s). You then decide how files are to be selected; see the Verify Duplicate Form under Duplicate Files—Code-D. The choices for Code-M are the same as for Code-D, except files are moved instead of duplicated.

NOTE: When moving file(s) to a diskette, the computer prompts you with the volume name of the correct diskette to insert, if necessary.

Use the Move Files command to rename a Subject by typing Wildcard characters for Title and Kind in the Source File form, and typing the new Subject name in the Destination File item; set the Verification item to No in the first Verify Move form. This moves all files in the source Subject to the destination Subject; it also erases the source Subject.

The example in Figure 3-11 shows the completed Move File form for moving all text files on a hard disk to the Subject "Memos." This technique is useful for consolidating into one subject a group of files dispersed over several subjects.

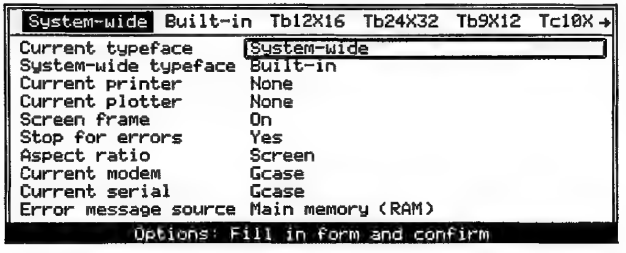
Figure 3-11. *Consolidating Files in One Subject Using the Wildcard Character*



Options (System Characteristics)—Code-O

The Options command (Code-O) displays the Options form on your screen (Figure 3-12).

Figure 3-12. *The Options Form with Initial Settings*



The sections that follow describe the items in the form in the order they appear in the form.

Current Typeface

The Current Typeface option lets you increase or decrease the number of characters that appear on your screen by changing their size. When you increase the number of columns, you increase the amount of information that appears.

NOTE: The Current Typeface item in the GRiDManager Options form affects only GRiDManager screens; this is in contrast to the System-wide Typeface items (described later), which can affect the number of columns displayed in the screens of other GRiD applications.

The settings correspond to titles of one or more files that reside in the "Programs" subject and whose Kind is set to Typ. The initial setting is System-wide; the titles of other typeface files on your active storage devices appear as choices. Appendix F shows examples of all the typefaces supplied on your InteGRiD diskette.

System-Wide	The setting in the System-Wide Typeface item (described later) applies.
Built-in	On GRiDCase computers, displays Tc8x8. This setting provides the most efficient use of main memory (RAM). Other typeface choices use approximately 2,000 additional characters of main memory.

System-Wide Typeface

The Options form of each GRiD application has a Current Typeface option with a System-wide choice. The System-wide Typeface item in the GRiDManager Options form determines the typeface for those applications whose Current Typeface is set to System-wide. (The initial setting for Current Typeface in every GRiD application is System-wide.)

Using GRiDManager's System-wide Typeface option changes the typeface for all the applications. You can then change the Options form for individual applications when they require a typeface different from your System-wide setting.

The settings correspond to titles of one or more files that reside in the "Programs" subject and whose Kind is set to Typ. The initial setting is Built-in; the titles of other typeface files distributed with InteGRiD appear as choices. Appendix F shows examples of all the typefaces supplied on your InteGRiD diskette.

Built-in	On GRiDCase computers, displays Tc8x8. This setting provides the most efficient use of main memory (RAM). Other typeface choices use approximately 2,000 additional characters of main memory.

Current Printer

The Current Printer item activates the printer attached to your computer so it can be used under InteGRiD. The item corresponds to a "Programs" file with a Kind set to Prn. The file provides information for transferring data between InteGRiD and the make and model of the printer attached to your computer.

The choices are None or correspond to the titles of one or more files that reside in the "Programs" subject and whose Kind is set to Prn. Either select None or the title of the printer file that corresponds to the device attached to your computer.

Use the None choice if you don't intend to use a printer. This choice increases the amount of main memory (RAM) available when you are working with a file, and it lessens the chance for an "Out of memory" message.

NOTE: If you add a new file of Kind Prn to your list of programs after start-up, you must execute the Update Options Form Choices command for the file to appear as a choice in the Options form.

Using Remote Printers You can set your Current Printer to be a remote printer on a file server device so that whenever you print, the data is printed on the remote printer. To do this, you must use the "Rmtprntr.Mdl" file under the Programs subject of your InteGRiD diskette. This file is a remote printer driver that allows you to set your Current Printer to a remote printer.

First, you must create a local name for the remote printer you want to use. The first three characters of the name must be three characters from the name of your GRiD Server. You can pick any three characters from the GRiD Server name, but they must be in order. For example, if your GRiD Server is named "Server," you could pick "Svr," "Ser," "evr," etc. The last five characters of the remote printer name must be five (or fewer) characters from the name of the remote printer on your GRiD Server. Again, you can pick any five (or fewer) characters, but they must be in order. For example, if the remote printer is called EpsonFx80, you could pick "Ep80," "EFx80," "Fx80," etc.

Once you have chosen an appropriate local name for the remote printer you want to use, copy the file Rmtprntr.Mdl to a file with the local name you chose. The new file must have a Kind of Prn. For example, if you chose the name "SvrFx80" for the remote printer, then copy the file Rmtprntr to a file named SvrFx80 with a Kind of Prn.

To make the remote printer your Current Printer, set the Current Printer item in the Options form to the name of the new file you created.

Current Plotter

The Current Plotter item activates the graph plotter device attached to your computer so it can be used by InteGRiD. The item corresponds to a "Programs" file with a Kind set to Plt. The file provides information for transferring data between InteGRiD and the make and model of the plotter attached to your computer.

The choices are None or correspond to the titles of one or more files that reside in the "Programs" subject and whose Kind is set to Plt. Either select None or the title of the plotter file that corresponds to the device attached to your computer.

Use the None choice if you don't intend to use a plotter device. This choice increases the amount of main memory (RAM) available when you are working with a file, and it lessens the chance for an "Out of memory" message.

NOTE: If you add a new file of Kind Plt to your list of programs after start-up, you must execute the Update Options Form Choices command for the file to appear as a choice in the Options form.

Screen Frame

Initial setting is On. Choices are On, Off.

The Screen Frame item determines whether the highlighted box surrounding your screen appears.

Stop for Errors

The Stop for Errors item is initially set to Yes. This means that when you duplicate or erase multiple files and a system error occurs, GRiDManager stops processing data and prompts you before it can resume.

Setting this option to No is useful when you are duplicating or moving many files at one time and you don't want to remain at your computer to respond to possible error prompts. If an error occurs while duplicating or moving a file, but the system can proceed without your intervention, it automatically tries to process the next file.

Aspect Ratio

Initial setting is Screen. Choices are Other (100-500), Screen, External Monitor.

The Aspect Ratio command lets you vary the aspect ratio, a measurement of the dots or "pixels" that make up the characters or images appearing on your display.

GRiDPlot and other programs that create graphics images use the aspect ratio in producing images on a screen, a monitor, or as printed output. Use this item when circles or other graphic images appear distorted. For example, a circle appearing in an oval, egg-shaped form indicates a need to change the Aspect Ratio setting.

The initial setting (Screen) provides the correct aspect ratio for the computer from which you are operating. It is set by InteGRiD at start-up.

Set the Aspect Ratio item to External Monitor to correct misshapen images appearing on an external monitor.

Set the Aspect Ratio item to Other, to type in a value. The value you type in is the fractional value of the aspect ratio (supplied by the manufacturer) multiplied by 100, as illustrated below:

Aspect Ratio	Computation	Value Typed In
3:1	3/1 x 100	300
3.25:1	3.25/1 x 100	325
1.8:1	1.8/1 x 100	180
1:1.4	1/1.4 x 100	71

To determine the appropriate aspect ratio for a printer, consult the corresponding owner's manual or literature, or a representative of the manufacturer.

A Note To Graphic Experts InteGRiD sets the following values internally for the aspect ratio:

- When Aspect Ratio is set to Monitor, InteGRiD sets a value of 2.5:1, which is the industry standard for monitors.
- When Aspect Ratio is set to Screen on a GRiDCase, InteGRiD sets a value of 1.4:1.
- When Aspect Ratio is set to Screen on an IBM PC or similar product, InteGRiD sets a value of 2.5:1.

Current Modem

The Current Modem item identifies the modem you intend to use for telecommunications under InteGRiD. The modem can be either the internal modem built into your computer or an external modem attached to its serial port. The Current Modem item corresponds to a "Programs" file with a Kind set to Mdm. The file provides information to InteGRiD about the modem.

The choices presently supplied by GRiD are: GCase, Hayes, Hays 2400 and None. The choice you select depends on the modem you are using, as shown in Table 3-1. Note that you must also select GCase for the Current Serial item.

Table 3-1. *Current Modem Choices*

Modem	Current Modem Choice
Internal	GCase
External Hayes Smartmodem 1200	Hayes
External Hayes Smartmodem 2400	Hays 2400
External Manual Dial	Not Applicable

NOTE: Each GRiD application program that has communications capabilities provides a form in which you specify a *modem type* of either external or internal. The name of the form differs with each application; for example, in GRiDTerm you specify the Modem Type item in the Access form; in GRiDManager, the Modem Type item appears in the PhoneLink Sign-On form.

The item for Modem Type in the form displayed by the application program depends on the modem configuration you use, as shown in Table 3-1. Specify *internal* for all modem types *except* when you have an external manual dial modem; then, specify *external.*

NOTE: If you add a new file of Kind Mdm to your list of programs after start-up, you must execute the Update Options Form Choices command for the file to appear as a choice in the Options form.

Current Serial

The Current Serial item identifies the serial driver you are using to interface to a serial device, for example a serial printer, modem, or any other device attached to the serial port of the computer.

The item corresponds to a "Programs" file with a Kind set to Ser. The choices are: GCase or None. The GCase file is a serial driver which all GRiD applications use.

NOTE: Setting the Current Modem item to GCase still requires that you set the Current serial item to GCase, even if you have no other serial devices connected.

NOTE: If you add a new file of Kind Ser to your list of programs after start-up, you must execute the Update Options Form Choices command for the file to appear as a choice in the Options form.

Error Message Source

Initial setting is Main Memory (RAM). Choices are Main memory (RAM), External file.

The Error Message Source item determines where InteGRiD will look for the GRiD-supplied "Syserrs" file before displaying a message. If you specify External file, the system looks on a diskette or other permanent storage device. If you specify Main memory (RAM), it loads the "Syserrs" file into RAM and looks there. This choice is useful on systems having only diskette drives as storage devices. It eliminates swapping diskettes when an error occurs and the error message file isn't present on the currently inserted diskette.

NOTE: To save space in RAM you may want to set this item to External File. However, to receive error messages, be sure the "Syserrs" file is listed under the "Programs" Subject on an active device.

Quit—Code-Q The Quit command (Code-Q) saves changes made in the Sign-On form and the Options form, and exits you from GRiDManager. If you create or change a Sign-On form, or change the Options form, you must first confirm the form before pressing Code-Q. If you don't confirm, the changes aren't saved and the form remains as it was before.

If you activate GRiDManager directly from "Programs," and then create a Sign-On form or change an existing one, the form is saved and appears under GRiDManager the next time it is retrieved.

NOTE: The Current Typeface and Stop for Errors items in the Options form are never saved when you exit GRiDManager. These items are always reset to their default values. However, all other Options form items are saved when you exit with Code-Q.

Transfer—Code-T The Transfer command (Code-T) causes the Transfer menu to appear (Figure 3-13).

Figure 3-13. *The Transfer Menu*

The items on the Transfer menu are described in the following sections in the order they appear on the menu.

Save This Sign-On Form to a File

The Save This Sign-On Form to a File item lets you save the Sign-On form in your *current* file. After you select and confirm this item, one of the following actions occurs.

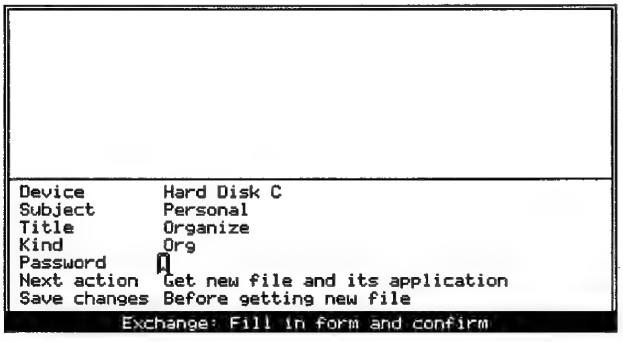
- If you activated GRiDManager by selecting and confirming a file with Kind set to Sgn, the Sign-On form is saved in the file you activated and you can resume work.
- If you activated GRiDManager directly from Programs, the settings in the Sign-On form are saved in your User file and you can resume work.

Exchange for Another File

The Exchange for Another File item lets you exit your current file, save it (at your option), and transfer to the destination file you select.

After you select and confirm Exchange for Another File, the File form (Figure 3-14) appears.

Figure 3-14. *The File Form with Initial Settings for Exchange for Another File*



In the form, specify the Subject and Title of the exchange file. If necessary, set the Next Action and Save Changes items as described below. After confirming the File form, the new file appears on your display.

Next Action Initial setting is Get New File and Its Application. Choices are described below.

The Next Action item determines whether both a file and its corresponding application, or just the file, is made available after the exchange is performed

Get New File and Its Application	Both the file and the corresponding application are made available. The application is determined by the Kind of the file you specify. For example, if you exchange for a graph file (of Kind Grf), the GRiDPlot application and graph file (which will appear on the screen) are brought into main memory for you.
Get New File Only	This choice is not allowed in GRiDManager, though it is useful in other GRiD applications.

Save Changes Initial setting is Before Retrieving New File. Choices are described below. This item appears only when a Sign-On file (of Kind Sgn) has been changed.

Before Retrieving New File	After the exchange is made, the current Sign-On file, including any changes you've made, is saved.
No	After the exchange is made, any changes made to the current Sign-On file since it was last saved are lost.

Write Sign-On Form to a File

The Write Sign-On Form to a File item lets you save your Sign-On form in either an existing file or a new file whose Kind is set to Sgn.

After you select this item and confirm, the File form appears. Type in the name of the destination file and confirm. Thereafter, when you select this file, GRiDManager is activated and the Sign-On form appears, complete with the information you gave it. To connect, you need only fill in the password and confirm.

Show Characteristics of a File

The Show Characteristics of a File item displays a report (Figure 3-15) giving you information on a file. After you select and confirm Show Characteristics of a File and the File form appears, you specify the desired file and then confirm.

You can use the Wildcard character as part of Subject, Title, and Kind, allowing the characteristics of multiple files to be displayed using one command. The characteristics of each file are displayed sequentially; after viewing the characteristics of one file, you confirm, and information on the next file then appears.

The File form below, when confirmed, causes the characteristics of all text files in the Memos subject to be displayed sequentially.

Figure 3-15. *The File Form for Displaying Characteristics on Multiple Files*

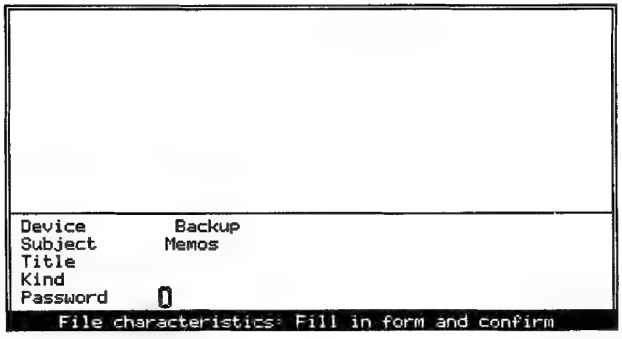
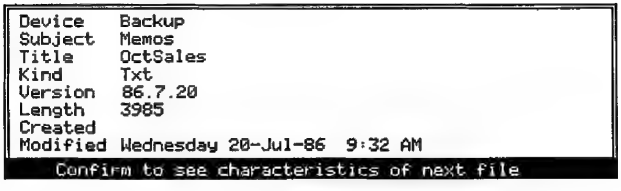


Figure 3-16 shows the screen after the File form in Figure 3-15 is confirmed.

Figure 3-16. *The File Characteristics Report*



The Length item in the form in Figure 3-16 gives the number of characters in the file. You may want to determine, using the Usage command (Code-U), if enough space is free on a particular device to duplicate or move a file. In comparing the Length item and the Code-U statistics, remember that the statistics displayed by the Usage command (Figure 3-23) are given in thousands of characters (bytes), while the Length item in Figure 3-16 is the actual number of characters.

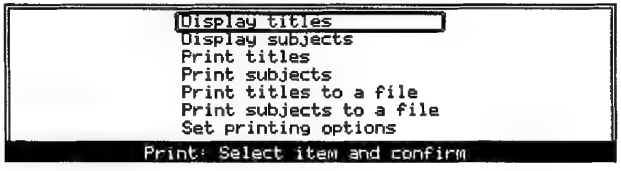
(Note that the Version item in Figure 3-16 is actually the last modified date in the format *Year.Month.Day.* This is because files stored in the MS-DOS file system do not carry version numbers.)

Print or Display

See the next section, Transfer (Print or Display)—Code-T.

Transfer (Print or Display)—Code-T When you select and confirm Print or Display in the Transfer form, the Print menu appears (Figure 3-17). The items in the Print menu are explained in the following sections.

Figure 3-17. *The Print Menu*



Display Titles

Selecting the Display Titles item displays a directory (a list of titles and pertinent information). The directory contains the following information for the files on any storage device connected to your computer:

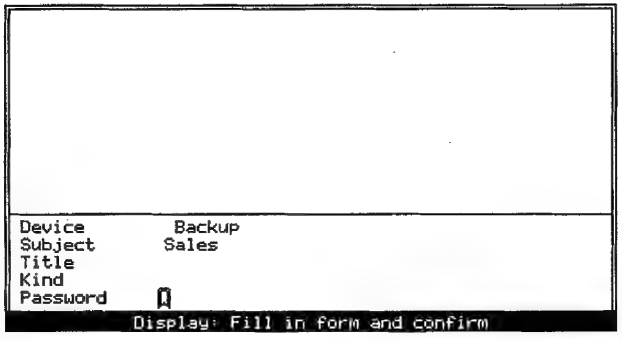
- Title of file
- Kind (Grf, Txt, Dbs, Wks, etc.)
- The number of characters (bytes) the file occupies in storage
- The date and time of the last modification

After you select Display Titles, the File form appears. You determine the Title names that appear in the directory by what you type in the Subject, Title, and Kind items on the form. When you complete the form and confirm, the information is scrolled onto the screen.

If you want to stop scrolling and inspect the screen, press Ctrl-S. To resume scrolling, press Ctrl-S again.

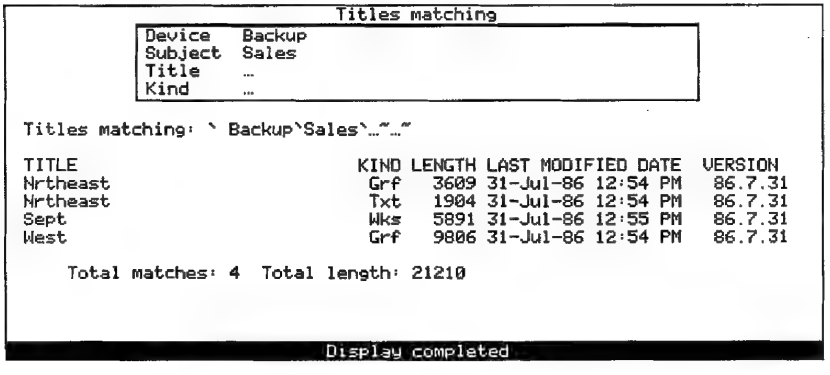
You can use the Wildcard character (described in detail in this chapter's Wildcard Character section) as all or part of the Subject, Title, and Kind names. This is useful in producing a directory for a generic group of Titles. For example, to see information on all the Titles within one Subject, enter the desired Device and Subject names on the form; then, enter a Wildcard character (or a blank) for Title and Kind, as shown in Figure 3-18.

Figure 3-18. *Example File Form for Display Titles*



An example of a directory produced by the form in Figure 3-18 is shown in Figure 3-19.

Figure 3-19. *File Directory Produced by Display Titles*



Display Subjects

Using the Display Subjects item causes a directory of Subjects (a list of Subjects with information about each) to appear on your screen. The directory contains the following information for the Subjects on any storage device connected to your computer.

- Subject names
- Count, the number of Titles in the Subject (only meaningful for devices added by the GBridge utility; always 0 for InteGRiD devices)

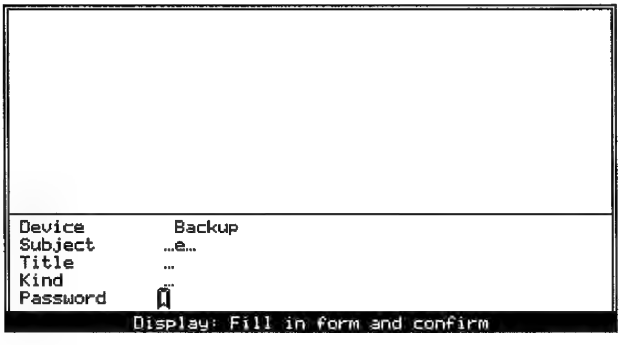
- Length, the number of characters (bytes) of storage occupied by the Subject on the permanent storage device (only meaningful for devices added by the GBridge utility; always 0 for InteGRiD devices)
- Last Modified Date, the date and time of the most recent change made to a Title in the Subject

After you select Display Subjects, the File form appears. You determine the Subject names that appear in the directory by what you type in the Subject, Title, and Kind items on the form. You must fill in all three items on the form. When you complete the form and confirm, the information is scrolled onto the screen.

If you want to stop scrolling and inspect the screen, press Ctrl-S. To resume scrolling, press Ctrl-S again.

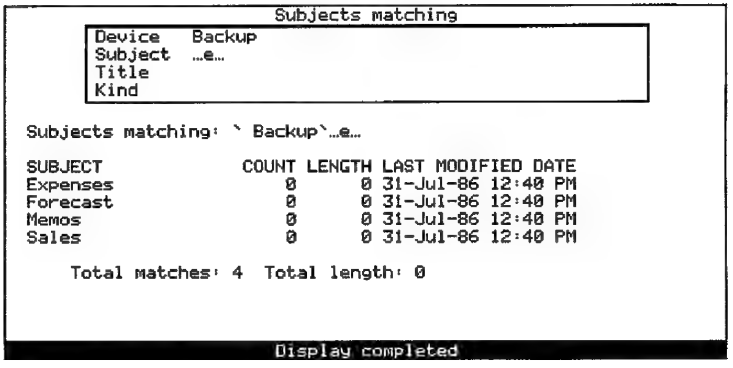
You can use the Wildcard character (described in detail in this chapter's Wildcard Character section) as part of the Subject name. This is useful in producing a directory for a generic group of Subjects. For example, to see information on all the Subjects on your Backup diskette containing the letter *e,* enter the information shown in Figure 3-20.

Figure 3-20. *Example of File Form for Display Subjects*



An example of a directory produced by the form in Figure 3-20 is shown in Figure 3-21.

Figure 3-21. *File Directory Produced by Display Subjects*



Print Titles

The Print Titles item performs the same function as Display Titles (described earlier), except that the Titles are printed rather than scrolled on the screen and the version number of each file is printed.

Print Titles to a File

The Print Titles to a File item performs the same function as Display Titles (described earlier), except that the Titles (along with the version number) are inserted into a file that you select rather than scrolled on the screen.

Print Subjects

The Print Subjects item performs the same function as Display Subjects (described earlier), except that the Subject names are printed rather than scrolled on the screen.

Print Subjects to a File

The Print Subjects to a File item performs the same function as Display Subjects (described earlier), except that the Subject names are inserted into a file that you select rather than scrolled on the screen.

Set Printing Options

The Set Printing Options item determines the format and appearance of your file directory when you print or write it using one of the following Code-T selections:

Print Titles

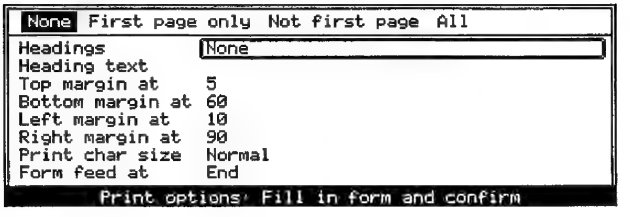
Print Subjects

Print Titles to a File

Print Subjects to a File

When you select the Set Printing Options item and confirm, the Print Options form appears on screen, as shown in Figure 3-22.

Figure 3-22. *The Print Options Form With Initial Settings*



The printing options are explained in the order they appear on the form in the following sections.

Headings The Headings item determines on which pages, if any, your specification for the Heading Text item appears.

Initial setting is None. Choices are the following:

None	The heading doesn't appear on any page.
First Page Only	The heading appears only on the first page.
Not First Page	The heading appears on all pages except the first page.
All Pages	The heading appears on all pages.

Heading Text The Heading Text item is the header you specify to be printed at the top of the pages in your document. The header is centered at the top of those pages you specify in the Headings item.

Initial setting is blank. Type in text and the control characters described below at your option.

You can enter the following special characters as part of the heading text:

Character	Appearance of Heading Text
^p	The page number appears in the text where you type ^p.
^d	The current date appears in the text where you type ^d.
^t	The current time of day appears in the text where you type ^t.

Top Margin At The Top Margin At item lets you select the number of lines from the top of the page where you want the first printed line to appear. If you specify a heading, it appears as the first print line, followed by a blank line and then text.

Initial setting is 5. Type in a valid line number (1-250) of your choice.

Bottom Margin At The Bottom Margin At item lets you select the line number of the last line to be printed on each page.

Initial setting is 60. Type in a valid line number (1-250) of your choice.

Left Margin At The Left Margin At item determines the number of characters from the left side of the page where a printed line is to start.

Initial setting is 10. Type in a valid line number (1-250) of your choice.

Right Margin At The Right Margin At item determines the number of columns from the left side of the page where a printed line is to end.

Initial setting is 90. Type in a valid line number (1-250) of your choice.

Print Char Size The Print Char Size item determines the typeface used by printer to print your document.

Initial setting is Normal. Choices are: Normal, Condensed, Enlarged, Boldface, and Enlarged & Boldface. The result of each choice is shown below.

Before attempting to use one of these options, determine if your printer has it.

Normal

Condensed

Enlarged

Boldface

Enlarged & Boldface

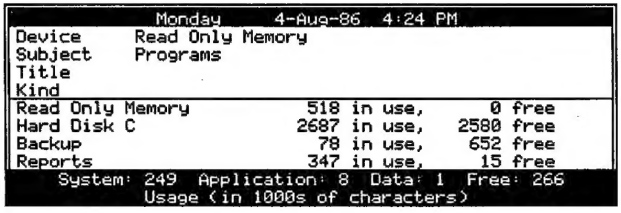
Form Feed At The Form Feed At setting determines if the pages or forms in the printer are ejected before and after printing your directory. Initial setting is End. Choices are the following:

Beginning	Before printing, the paper or forms are ejected, and the first line of your document is printed at the line determined by the Top Margin setting.
End	After printing, the paper or forms are ejected.
Both	The paper or forms are ejected before and after printing.
Neither	The pages aren't ejected either before or after printing. Each successive document you print follows the preceding one.

Usage—Code-U The Usage command (Code-U) displays a report (Figure 3-23) that shows the space usage both in main memory (RAM, or Random Access Memory) and on the permanent storage devices (such as Hard Disk and Floppy Disk) currently attached to your computer. In the report, the usage of the permanent storage device is shown at the top, and the usage of main memory (RAM) is shown in the highlighted message strip at the bottom of the display.

This command helps determine whether adequate space is available on a device for a new file or the file you're currently working on. Use Code-U before you create a new file and/or save your current file. If space is scarce on your primary storage device, you may want to delete unnecessary files, or move them to a floppy disk or some other permanent storage device.

Figure 3-23. *The Usage Report*



Note that the amount of storage in use and available is shown in thousands of characters (one character is equivalent to one byte). The usage is shown for all permanent storage devices currently attached to your computer, if a device isn't active, the notation "Not Ready" appears next to its name.

The usage for main memory, which appears at the bottom of the screen, is explained below.

System	The amount of main memory used by MS-DOS and InteGRiD.
Applications	The amount of main memory occupied by the application you're currently using.
Data	The amount of main memory occupied by the information in your current Sign-On form.
Free	The number of bytes (in thousands) not in use.

To remove the form from your screen, press Esc or issue another command.

Cancel—Code-Esc If you activated GRiDManager by selecting a file with a Kind of Sgn, the Cancel command (Code-Esc) lets you exit GRiDManager without saving any changes you made to the Sign-On form. The Sign-On form remains exactly as it was when you last saved it.

If you activated GRiDManager by selecting it directly from the File form, the Cancel command lets you exit GRiDManager. Any changes you made to the Sign-On form were saved automatically in your User file.

Wildcard Character—Code-W The Wildcard character lets you either duplicate, erase, move, or retrieve information on multiple files with just one command.

The rules for using Wildcard characters are given below, along with the effects on file selection when these commands are executed.

- The Wildcard character is entered by pressing the Code-W.
- Any blank lines you leave in the File form will automatically be filled in with the Wildcard character. Therefore, you can specify the Wildcard character alone simply by leaving a blank for Subject, Title, or Kind.
- You can specify a Wildcard character in the Subject, Title, or Kind and use it with any one of the following GRiDManager commands:

  Duplicate Files or Text—Code-D
  Erase Files or Subjects—Code-E
  Move Files—Code-M
  Transfer—Code-T
- You can use the Wildcard character either alone or with other characters.
- The Wildcard character and the other characters, if any, determine which files are selected.

For example, typing "A. . ." (". . ." represents the Wildcard character inserted by pressing Code-W) as the Title and Subject, and ". . ." as Kind, you instruct the system to select all files on the current device under a Subject and Title beginning with *A*, regardless of Kind.

If you type a lone Wildcard character (or leave blanks) for Subject, Title, and Kind, you would cause all files on the current device to be selected.

If you type ". . .memo. . ." as the Title, all files whose Titles include the characters *memo* are selected. Typing ". . .memo" results in the selection of all files whose Titles end with those characters.

See the Duplicate Files—Code-D section earlier in this chapter for examples of using the Wildcard character in backing up files.